

## Position Description | Te whakaturanga ō mahi

### Te Whatu Ora | Health New Zealand

<b>Title</b>	Operating Theatre Clinical Nurse Coordinator		
<b>Reports to</b>	Charge Nurse Manager Perioperative		
<b>Location</b>	Otago		
<b>Department</b>	Main Operating Theatre		
<b>Direct Reports</b>	Nil		<b>Total FTE</b> 1.0
<b>Budget Size</b>	<b>Opex</b>	Nil	<b>Capex</b> Minor Purchases
<b>Delegated Authority</b>	<b>HR</b>	Nil	<b>Finance</b> nil
<b>Date</b>	20 December 2022		
<b>Job band (indicative)</b>	Grade 3 Nursing MECA		

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

#### Te Mauri o Rongo – The New Zealand Health Charter (to be confirmed)

Te Mauri o Rongo is currently being finalised – this section provides an overview of anticipated content. In order to guide the culture, values, and behaviour expected of the health sector, Health New Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

<b>Wairuatanga</b>	The ability to work with heart and spirit	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home we are fulfilled".</i>
<b>Rangatiratanga</b>	Identifying, supporting and establishing leaders at all levels to serve, guide and inspire	<i>"As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all"</i>
<b>Whanaungatanga</b>	We are a team of teams working together, providing each other with a sense of belonging	<i>"Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora"</i>
<b>Te Korowai Manaaki</b>	Seeks to embrace, support and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

### About the role

The primary purpose of the role is to:

- Assist and work collaboratively with the Charge Nurse Manager in the establishment and promotion of clinical professional standards
- Ensure effective day to day management and coordination across shifts in the operating theatre
- Promoting excellence in clinical Practice and ensuring provision of high-quality nursing care

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Daily management of staffing incorporating staff changes where necessary</li> <li>• Allocation of nursing tasks within the theatre</li> <li>• Development of nursing staff</li> <li>• Meal break allocation</li> <li>• Peer Reviews for Performance appraisals</li> <li>• Staff wellbeing</li> <li>• Liaising with CNM and ACNM regarding staffing requirements</li> </ul>
<b>Operating List</b>	<ul style="list-style-type: none"> <li>• Ensuring list order correct</li> <li>• Planning of lists</li> <li>• Liaising changes to list</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Contacting Surgical team and discussing equipment required for cases</li> <li>• Minor CAPEX management</li> <li>• Reporting repair of equipment</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>• Development and management of FAD (Surgeon Preference) books</li> <li>• Ensuring Safety Firsts are completed</li> </ul>

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<p><b>Professional Responsibility</b></p> <p>Able to demonstrate knowledge, judgement and accountability in relation to: professional, legal and ethical responsibilities and cultural safety. Promotes and environment that maximises patient’s safety, independence and quality of life and health.</p>	
<ul style="list-style-type: none"> <li>• Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.</li> <li>• Demonstrates the ability to apply the principles of the Treaty of Waitangi Te Tiriti o Waitangi to nursing practice.</li> <li>• Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others.</li> <li>• Promotes an environment that enables health consumer safety, independence, quality of life, and health.</li> <li>• Practises nursing in a manner that the health consumer determines as being culturally safe.</li> <li>• Reads and adheres to DHB vision, values, policies and procedures.</li> <li>• Represents the organisation and the nursing profession in a committed manner, projecting a professional image of nursing.</li> </ul>	<ul style="list-style-type: none"> <li>• Practises nursing in accord with relevant legislation/codes/policies and upholds health consumers rights derived from that legislation.</li> <li>• Accepts responsibility for actions and decision making within scope of practice.</li> <li>• Identifies breaches of law that occur in practice and reports them to the appropriate person(s).</li> <li>• Demonstrates knowledge of, and accesses, policies and procedural guidelines that have implications for practice.</li> <li>• Uses professional standards of practice.</li> <li>• Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand.</li> <li>• Demonstrates knowledge of differing health and socio-economic status of Maori and non-Maori.</li> <li>• Applies the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.</li> <li>• Understands accountability for directing, monitoring and evaluating nursing care provided by enrolled nurses and others.</li> <li>• +Takes into consideration the role and competence of staff when delegating work.</li> <li>• Makes appropriate decisions when assigning care, delegating activities and providing direction for enrolled nurses and others.</li> <li>• Identifies and reports to CNM/ACNM situations that affect health consumers or staff members’ health or safety.</li> <li>• Accesses, maintains and uses emergency equipment and supplies.</li> <li>• Maintains infection control principles.</li> <li>• Recognises and manages risks to provide care that best meets the needs and interests of health consumers and the public.</li> <li>• Applies the principles of cultural safety in own nursing practice.</li> <li>• Recognises the impact of the culture of nursing on health consumer’s care and endeavours to protect the health consumer’s wellbeing within this culture.</li> <li>• Practises in a way that respects each health consumer’s identity and right to hold personal beliefs, values and goals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assists the health consumer to gain appropriate support and representation from those who understand the health consumer's culture, needs and preferences.</li> <li>• Consults with members of cultural and other groups as requested and approved by the health consumers.</li> <li>• Reflects on his/her own practice and values that impact on nursing care in relation to the health consumer's age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability.</li> <li>• Avoids imposing prejudice on others and provides advocacy when prejudice is apparent.</li> </ul>
<p><b>Management of Nursing Care</b></p> <p>Able to assess and manage health consumer care, is responsive to the consumers' needs, supported by nursing knowledge and evidence based research.</p>	
<ul style="list-style-type: none"> <li>• To provide professional direction, leadership and day to day management.</li> <li>• Coordinate staff to provide patient/client centred care, in collaboration with Charge Nurse Manager/ACNM</li> <li>• Promote innovative and creative clinical practice and ensure it is validated with best practice and support research utilisation.</li> <li>• Assess and effectively delegate activities taking into consideration individuals knowledge and skill level and monitor progress.</li> <li>• Work collaboratively with all members of the health care team to ensure staff receives high quality education input and support.</li> <li>• Promote cost effective clinical nursing/midwifery practice.</li> <li>• Identify deficits in clinical and professional competencies of individuals and take appropriate action to support achievements of the same and raise appropriately to Charge Nurse/ACNM</li> <li>• Ensures there is a good customer/ client service, working to improve customer satisfaction</li> <li>• Facilitate accurate and up-to-date information systems to reflect accurate patient/client admissions/discharges</li> <li>• Participate in workforce and development planning.</li> <li>• Participate in the succession plan for other senior nursing role within the service area by identifying and supporting staff in their development..</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation / involvement of multidisciplinary meetings</li> <li>• Meets relevant Key Performance Indicators for clinical area for eg length of stay.</li> <li>• Safe staffing skill mix, meets the needs of the service and alignment with CCDM programme of work.</li> <li>• Elevate to Charge Nurse/ Midwife Manager resource requirements with strategies considered.</li> </ul>

### Interpersonal Relationships

To demonstrate effective interpersonal and therapeutic communication with health consumers, other nursing staff and inter-professional communication and documentation.

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| <ul style="list-style-type: none"> <li>• Establishes, maintains and concludes therapeutic interpersonal relationships with health consumers.</li> <li>• Practises nursing in a negotiated partnership with the health consumer and family/whanau where and when possible.</li> <li>• Communicates effectively with health consumers and family/whanau and members of the health care team.</li> <li>• Maintains privacy and confidentiality in accordance with HIP Code, Te Whatu Ora policies and procedures etc.</li> <li>• Behaves respectfully and with tolerance towards patients, colleagues and members of the wider healthcare team.</li> <li>• Contributes to the service's risk minimisation activities and service activities</li> <li>• Actively contributes to health and safety activities and ensures infection control processes are maintained whilst facilitating and delegating others to also actively contribute</li> <li>• Identifies risk management issues, appropriately initiates risk mitigation and educates staff about risks within the area</li> </ul> | <ul style="list-style-type: none"> <li>• Initiates, maintains and concludes therapeutic interpersonal interactions with health consumers.</li> <li>• Incorporates therapeutic use of self and psychotherapeutic communication skills as the basis for nursing care for health consumers with mental health needs.</li> <li>• Utilises effective interviewing and counselling skills in interactions with health consumers.</li> <li>• Demonstrates respect, empathy and interest in health consumer.</li> <li>• Establishes rapport and trust with the health consumers.</li> <li>• Undertakes nursing care that ensures health consumers receive and understand relevant and current information concerning their health care that contributes to informed choice.</li> <li>• Implements nursing care in a manner that facilitates the independence, self-esteem and safety of the health consumer and an understanding of therapeutic and partnership principles.</li> <li>• Recognises and supports the personal resourcefulness of people with mental and/or physical illness.</li> <li>• Acknowledges family/whanau perspectives and supports their participation in services.</li> <li>• Uses a variety of effective communication techniques.</li> </ul> |
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### Inter-professional healthcare and quality improvement

To participate in inter-professional health care and quality improvement, evaluate the effectiveness of care and promote a nursing perspective within the inter-professional activities of the team.

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| <ul style="list-style-type: none"> <li>• Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care.</li> <li>• Recognises and values the roles and skills of all members of the health care team in the delivery of care.</li> <li>• Participates in quality improvement activities to monitor and improve standards of nursing.</li> <li>• Initiates referrals to other members of the health care team in a timely manner.</li> <li>• When required, assists in formulating and reviewing nursing standards, procedures and guidelines.</li> </ul> | <ul style="list-style-type: none"> <li>• Promotes a nursing perspective and contribution within the inter-professional activities of the health care team.</li> <li>• Provides guidance and support to those entering as students, beginning practitioners and those who are transferring into a new clinical area.</li> <li>• Collaborates with the health consumer and other health team members to develop plan of care.</li> <li>• Maintains and documents information necessary for continuity of care and recovery.</li> <li>• Makes appropriate formal referrals to other health care team members and other health related sectors for health consumers who require consultation.</li> <li>• Contributes to the co-ordination of care to maximise health outcomes for the health consumer.</li> <li>• Collaborates, consults with and provides accurate information to the health consumer and other health</li> </ul> |
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	<p>professionals about the prescribed interventions or treatments.</p> <ul style="list-style-type: none"> <li>• Demonstrates a comprehensive knowledge of community services and resources and actively supports service users to use them.</li> <li>• Reviews policies, processes, procedures based on relevant research.</li> <li>• Recognises and identifies researchable practice issues and refers them to appropriate people.</li> <li>• Distributes research findings that indicate changes to practice to colleagues.</li> </ul>
<b>Quality and Risk</b>	
<ul style="list-style-type: none"> <li>• Adherence to Te Whatu Ora Performance Excellence and Quality Improvement Strategy.</li> <li>• Works collaboratively with Occupational Health, Quality and Risk and Infection Control to maintain organisational standards.</li> <li>• Reviews and implements systems to ensure that processes to establish monitor and review the service specific standards of practice and indicators of clinical practice for nursing are established and maintained.</li> <li>• Demonstrates an understanding of risk, identifying emerging risks and ensuring risk mitigation action plans are developed and followed through.</li> <li>• Demonstrates a sound understanding of Te Whatu Ora quality management framework, contributing to and leading quality initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates competence in emergency procedures, e.g. fire, and CPR.</li> <li>• Completes Fire, CPR training and updates regularly as required by Te Whatu Ora's policies and procedures. Identifies, takes appropriate action and promptly reports clinical, Occupational Safety &amp; Health and security incidents.</li> <li>• Evidence of assisting in the maintenance of ward equipment and where necessary, promptly reports unsafe or malfunctioning equipment.</li> <li>• Maintains standards for safety, hygiene and medico-legal requirements.</li> </ul>
<b>Self-Management</b>	
<ul style="list-style-type: none"> <li>• Develops logical and complete plans to resolve issues.</li> <li>• Manages own time adopting a disciplined approach to establishing and following priorities of work.</li> <li>• Exhibits self-confidence.</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships are developed and maintained with own peer group for robust peer review and support.</li> </ul>
<b>Other Duties</b>	
<ul style="list-style-type: none"> <li>• Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> <li>• Act as a role model for the Te Whatu Ora Organisational Values.</li> </ul>	<ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with Te Whatu Ora processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• Live and support Te Whatu Ora values in everything you do.</li> </ul>
<b>Professional Development – self</b>	
<ul style="list-style-type: none"> <li>• Identifying areas for personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Training and development goals are identified/agreed with your manager.</li> <li>• Performance objectives reviewed annually with your manager.</li> </ul>

	<ul style="list-style-type: none"> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<ul style="list-style-type: none"> <li>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Te Whatu Ora Health, Safety and Wellbeing policies, procedures and systems.</li> </ul>	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Te Whatu Ora's Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>

Key Result Area	Expected Outcomes / Performance Indicators – All Te Whatu Ora Leaders
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori</li> <li>Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care</li> <li>Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership</li> </ul>
Equity	<ul style="list-style-type: none"> <li>Commits to helping all people achieve equitable health outcomes</li> <li>Demonstrates awareness of colonisation and power relationships</li> <li>Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery</li> <li>Willingness to personally take a stand for equity</li> <li>Supports Māori-led and Pacific-led responses</li> </ul>
Culture and People Leadership	<ul style="list-style-type: none"> <li>Lead, nurture and develop our team to make them feel valued</li> <li>Prioritise developing individuals and the team so Te Whatu Ora has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others</li> <li>Provides leadership that shows commitment, urgency and is visibly open, clear and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally</li> <li>Implement and maintain People &amp; Culture strategies and processes that support provide an environment where employee experience, development and performance management drive achievement of the organisation's strategic and business goals</li> <li>Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo (the Health Charter, once developed), ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained &amp; strengthened</li> </ul>
Innovation & Improvement	<ul style="list-style-type: none"> <li>Be open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table</li> <li>Model an agile approach –tries new approaches, learns quickly, adapts fast</li> <li>Develops and maintains appropriate external networks to support current knowledge of leading practices</li> </ul>
Collaboration and Relationship Management	<ul style="list-style-type: none"> <li>Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with peers in Te Aka Whai Ora   Māori Health Authority and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services</li> </ul>
Health & safety	<ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives</li> <li>• Taking all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes</li> <li>• Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture</li> </ul>
Compliance and Risk	<ul style="list-style-type: none"> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place</li> <li>• Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit</li> <li>• Understands, and operates within, the financial &amp; operational delegations of their role, ensuring peers and team members are also similarly aware</li> </ul>

### Matters which must be referred to the Charge Nurse Manager

- [insert matters which must be referred]

### Relationships

External	Internal
<ul style="list-style-type: none"> <li>• Patients, Families and Whanau</li> <li>• Nursing Council Council</li> <li>• Unions</li> <li>• Other Te Whatu Ora Hospitals</li> <li>• HWNZ</li> <li>• NZNO and other relevant professional colleges of nursing and midwifery</li> <li>• Community Members</li> <li>• Educational Institutions</li> <li>• PHO</li> <li>• GP's</li> <li>• NGO's and Aged Care Sector</li> <li>• Mercy Private Hospital</li> <li>• Department of Corrections</li> </ul>	<ul style="list-style-type: none"> <li>• Charge Nurse Manager Perioperative</li> <li>• Duty Clinical Nurse coordinator</li> <li>• Elective Clinical Nurse Coordinator</li> <li>• Acute Clinical Nurse Coordinator</li> <li>• Operating Theatre Clinical Nurse Coordinators</li> <li>• Executive Director of Nursing and Midwifery</li> <li>• Directorate Leadership Team</li> <li>• Nurse Manager Perioperative, Generalist Outpatients and Trauma</li> <li>• Nursing staff</li> <li>• Medical Staff</li> <li>• Allied Health</li> <li>• Administration staff</li> <li>• Te Whatu Ora Southern district wide staff</li> </ul>

### About you – to succeed in this role

#### You will have

#### Essential:

- A relevant graduate qualification
- Experience in implementing Te Tiriti o Waitangi in action
- Registered Nurse with strong clinical leadership skills with a current portfolio (PDRP) or equivalent, appropriate to the role



- Registration with the New Zealand nursing Council and a current Annual Practicing Certificate
- Operating Theatre experience
- Advanced communication techniques such as conflict resolution, diffusion and mediation skills
- Demonstrate professional accountability within scope of practice.
- Be a critical consumer of research and embrace evidenced based practice when carrying out any task/function.
- Have a commitment to ongoing development of nursing skills and in-service education.
- Have the ability to work as part of a team.
- Have ability to 'work together' in a collaborative manner.
- Have ability to 'work smarter' by being innovative and proactive.
- Accept responsibility for actions.

**Desired:**

- Relevant Post Graduate Qualification

**You will be able to**

**Essential:**

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance
- Able to maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities
- Demonstrate a strong drive to deliver and take personal responsibility
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity

**Desired:**

- [Demonstrate ...]

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

**Acknowledged / Accepted**

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Employee

Date

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Manager

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Date